

AIR FORCE CORE PERSONNEL DOCUMENT (CPD)

ORGANIZATION:	CMSA LANT/J3	CPD NUMBER:	9B23339
SUPV LEVEL CODE:	1	COMP LEVEL CODE:	OM9A
TARGET GRADE:	14	FLSA:	Exempt
DRUG TEST:	Yes	CAREER FIELD ID:	S
SENSITIVITY:	Special Sensitive	BUS:	8888
EMERGENCY ESS:	No	CENTRALLY MANAGED TYPE:	2
KEY POSITION:	Yes	POSITION HIST:	G-Series PD Conversion
MISSION ESSENTIAL:	Yes		

CLASSIFICATION: Supervisory, Tomahawk Cruise Missile Strike Planner, GS-2101-14
DUTY TITLE: Director, Operations Directorate

ORG & FUNC CODE: DDY Plans & Operations

PPP OPTION CODE: NOA No Option Applicable

CLASSIFICATION CERTIFICATION: This Core Personnel Document (CPD) adequately and accurately reflects the local work situation to meet classification, staffing, and performance management purposes.

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Digitally signed by

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CLASSIFIER'S SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION: I certify that this CPD is an accurate statement of the major duties, knowledge's, skills, abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

(b)(6)

SUPERVISOR'S SIGNATURE

DATE

PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To serve as Director of Operations responsible for Tomahawk Land Attack Missile (TLAM) geo-positioning, weaponeering, route mission planning, and distribution of TLAM Requirements for the U.S. Strategic Command (USSTRATCOM) Cruise Missile Support Activity, Atlantic (CMSA LANT). The position is responsible for the effective direction, planning, integration, management, maintenance, and support of Department of Defense (DoD) advanced target development including geo-positioning and joint weaponeering, route/navigation planning, mission distribution data, and the integration of related products, applications, services, systems, and processes associated with segments of the Tomahawk Mission Planning Center (TMPC). Segments are comprised of the TLAM Planning System (TPS), Mission Distribution System (MDS), Targeting and Navigation Toolbox (TNT), Information Support Server Environment-Cross Domain (ISSE), and the external systems or services with which they are integrated. This position represents the command with senior staff at all of the Combatant Command's (CCMDs) J3 Operations Directorates, all of the CCMDs J2 Directorates, Naval Fleet Headquarters Staff and the respective Naval Component Liaison Officers to all the Combatant Commands (CCMDs), Joint Air Component Command Element Officers, major defense contractors, and other TLAM planning activities. The incumbent is called upon for specialized judgment, expertise, and counsel regarding targeting, geopositioning, route mission planning, and distribution requirements for end-to-end Tomahawk mission planning sufficient to enable all of the Combatant Commander's abilities to effectively carry out combat operations.

The organizational location of this position is: USSTRATCOM, Cruise Missile Support Activity Atlantic (CMSA LANT), Operations Directorate (J3), Norfolk, VA

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: To exercise direct liaison authority with supported U.S. Naval Fleets, U.S. Combatant Commanders, United Kingdom (UK) Permanent Joint Headquarters, and other agencies worldwide to provide TLAM mission planning and technical expertise. Plan conventional TLAM missions; coordinate and validate conventional TLAM taskings with supported combatant commanders; and distribute TLAM missions and support data to command and control nodes, planning and analysis activities, and firing platforms worldwide. Integrate TLAM expertise into targeting processes and mission planning architecture; train TLAM mission planners, weaponeers, analysts, and operators; and evaluate TLAM planning activities.

DUTY 1:

35% Critical

Plans, organizes, and oversees the activities of the Operations Directorate. Ensures Tomahawk cruise missile planning and analysis complies with customer's operational, legal and regulatory requirements. Analyzes and makes decisions that determine the operational posture of the readiness and response of the TLAM Planning Federation supporting Geographic Combatant Commander's intent and objectives. Researches, interprets, analyzes, and applies broad policies and programs. Develops and influences long-term DoD strategies, plans, and services supporting the effective and efficient use of the Tomahawk cruise missiles. Coordinates, negotiates, and settles matters with senior level managers and analysts throughout the DoD and other agencies (e.g. Geographic CCMDs, Naval Component Commanders, SOCOM Task forces, Joint Warfare Analysis Center (JWAC), and the Tomahawk Weapons System Program Office). Ensures Tomahawk cruise missile advanced target development complies with Chairman, Joint Chiefs of Staff Instructions (CJCSI), Joint Staff Joint Target Automation requirements, and Combatant Commander's Joint Targeting supplemental requirements. Ensures Tomahawk cruise missile aim point geo-positioning, with subject matter expert emphasis on latitude, longitude, and elevation comply with National Geospatial-Intelligence Agency requirements using TNT. Prioritizes, integrates, sequences, and deconflicts Tomahawk cruise missile route mission planning to ensure compliance with Presidential, National Security Council, and Joint Chiefs of Staff planning guidance with other joint conventional stand-off weapons on behalf of the CCMD's Air Component Commander and Naval Component Commanders using TLAM Planning System (TPS). Ensures Tomahawk cruise missile planning, Airspace Control Measures (ACMs) and Command and Control (C2) data is distributed to all Geographic CCMD's Naval Component Commander's TLAM command and control nodes using the Mission Distribution System (MDS). Expertly develops and promotes Concepts of Operations (CONOPs) products with command and control elements of the respective Combatant Commander's J5 Plans, J3 Operations, J33 Current Operations division Joint Task Forces plus the respective Naval Component Headquarters Staff and Liaison Officers. Prioritizes, sequences, and integrates all Combatant Commander's Tomahawk cruise missile planning in support of and at the Combatant Commander's Strategy, Target Effects Team, and Master Air Attack

Planning (STRAT/TET/MAAP) conferences supporting multiple Operations Plans (OPLAN) and Concept Plans (CONPLAN). Develops goals and objectives that integrate organization and TLAM planning and analysis objectives. Plans, prioritizes, schedules and directs execution of work and tasks in a manner that promotes a smooth flow and even distribution taking into account numerous factors including customer demand, urgency, difficulty, employee capability, resource availability and competing requirements. Administers directorate workload for optimum performance at minimum cost through the effective use of modern management techniques and technical oversight. Utilizes qualitative and quantitative methods to analyze, evaluate, measure, and develop improved production processes to increase the quality of the work performed and achieve production goals. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of TLAM and administrative issues. Structures assignments to create effective, timely and economical solutions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives as demanded by the customer. Exercises discretionary authority over aspects of the disposition of the annual budget, directs travel, personnel participation decisions, and O&M expenditures for the directorate. Provides counsel and advice to supervisor of significant issues and problems related to work accomplishment within the directorate. Establishes metrics, measures of performance and analysis across the production systems to ensure actions are timely and reviewed at critical points. Accepts, amends, provides corrective feedback and/or rejects work presented by subordinates. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure task completion and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, quantity, timeliness, and efficiency of work.

KSA: 1, 2, 3, 4, 5, 6, 7

DUTY 2:

25% Critical

Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignment in consideration of skills, qualifications, and mission requirements. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development within the directorate for personnel. Reviews and approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Encourages and demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation in accordance with OPM policies. Supports the agency's EEO program through allocation of personnel to participate in community outreach and recruitment programs; ensures full cooperation of employees with EEO office officials. Addresses subordinates concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace.

KSA: 4, 6, 7

DUTY 3:

25% Critical

Manages and oversees the administration of TLAM requirement activities. Analyzes and evaluates major aspects of substantive TLAM mission-oriented Targeting, Geopositioning, Route Mission Planning, and Distribution requirements and planning programs and evaluates the effectiveness of CMSA LANT and TLAM Planning Federation regional activities. Develops and institutes worldwide quality assurance standards and practices sufficient to utilize geospatial-intelligence, navigation, and image data and products in support of the creation of the TNT and Route Planning System products to include joint desired points of impact supporting TLAM and other precision weapons. Produces cruise missile navigation products and provides for the verification and validation of products used operationally and the Operational Test Launch weapon employment. Oversees the mensuration of precision points and provides the information to Joint Staff. Identifies navigation avoidance obstructions and assesses no strike areas or boundaries with regard to terminal route planning; reports findings to weaponeers, planners, and theater strike planning organizations. Engages with high-level managers of the Center for Naval Analysis, Johns Hopkins University-Applied Physics Lab, other Government agencies and commercial organizations. Performs highly complex technical data analysis and studies used to support the TLAM planning federation and the Washington Planning Center (WPC) and develops ways to resolve problems that directly affect the accomplishment of principle TLAM program goals and objectives. Attends technical exchange meetings with BAE Systems for joint targeting software as well as TNT software, Tapestry Solutions for Tomahawk Planning Software (TPS), Perspecta for Mission Distribution Software (MDS), Applied Physics Lab – John Hopkins, Lockheed Martin – Integrated Systems and Solutions, as well as other commercial organizations and vendors. Reviews, evaluates, and integrates multi-intelligence discipline processes which best support weapon employment. Develops plans and executes short and long-range program plans, goals, objectives, and milestones while considering costs, limitations, mitigating risks, and impacts to operations. Monitors, researches, and evaluates the capabilities of current and future networks, technology, integrated architectures, and hardware and software configurations as they relate to the weapons planning system. Anticipates and communicates future worldwide, time-sensitive, and deliberate planning combat requirements and technology changes. Provides budgetary inputs for the Planning Objectives Memoranda (POM). Represents CMSA LANT at conferences, briefings, committee deliberations, and hardware and software design reviews; maintains responsibility for all other programs of record relevant required to support Tomahawk cruise missile mission planning. Develops new criteria for measuring program accomplishments and the extent to which goals and objectives are attained. Directs standardization and policy compliance under the auspice of Chief of Naval Operations (CNO), the WPC, and the TLAM mission planning federation.

KSA: 1, 2, 3, 5, 6, 7

DUTY 4:

15% Critical

Integrates, trains, and evaluates TLAM geo-positioners, weaponeers, route planners, and mission distributors on Tomahawk cruise missile planning. Leads directorate geo-positioning, weaponeer, route planning, and mission distribution activities supporting integration and operational planning and evaluation standardization efforts with coalition partner UK and the TLAM Planning Federation. Prepares Maritime Component Commander Tomahawk Strike Mission Planning Cells (TSMPC) for worldwide deployment. Ensures all employees in the department are current, qualified and proficient in the most current tactics, techniques and procedures (TTPs) for each area the Operations Department supports. Supports the Commander of the Operational Test and Evaluation Force and Program Executive Officer, the Cruise Missiles Project, and Unmanned Aerial Vehicles research and development efforts. Initiates programs to support the CMSA UK during routine, priority, and immediate tasking; defines and establishes data collection methods and procedures to support releasable TLAM navigation data, and associated supporting products and reports. Establishes support procedures across the TLAM Planning Federation. Trains prospective strike officers, navigation planners, target planners, and the Maritime Component Commander – Tomahawk Strike Mission Planning cell staff. Supports CMSA Tactical Training Group - Atlantic, Information Warfare Training Center, TSMPC, and coalition partner UK command training programs.

KSA: 1, 2, 3, 4, 5, 6, 7

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

1. Expert knowledge of Tomahawk land-attack missile (TLAM) weapon system mission planning, distribution, and execution processes and procedures of the weapon systems complimentary to TLAM; expert knowledge of kinetic

and non kinetic threats to TLAM and the ability to devise innovative solutions to monitor, track, report, and minimize risk or defeat.

2. Expert knowledge of current and future Tomahawk Command and Control System architecture and designs as they relate to geo-positioning and joint weaponeering, route/navigation planning, mission distribution processes associated with Tomahawk land-attack missile (TLAM) planning, and of standalone and enterprise navigation, imagery, and geospatial data systems sufficient to grasp complex data technologies and related computer architectures supporting TLAM mission planning.
3. Knowledge of the authorities, constraints, and functions of supported Combatant Commanders, Joint Staff, Chief of Naval Operations, U.S. Numbered Fleets, Naval Air System Command program managers, Combat Support Agencies (CSA), and adept understanding of the Combined Air Operations Centers (CAOC) integration and synchronization applicable to Tomahawk land-attack missile (TLAM) and Cruise Missile Support Activity (CMSA) operations.
4. Knowledge of safety, security, personnel management, and EEO regulations, practices, and procedures.
5. Ability to analyze complex plans, strike rehearsals, and exercise scenarios; to articulate observations and findings; and to develop comprehensive recommendations and proposals sufficient to enhance mission/combat readiness and compliment emerging geo-positioning and joint weaponeering, route/navigation planning, mission distribution technologies integration into Tomahawk land-attack missile (TLAM) mission planning.
6. Ability to communicate effectively, both orally and in writing, including the ability to present complex concepts in easy-to-understand language to senior management officials; to engage independently with senior staff at external organizations in meetings and conferences in which collegiality, diplomacy, and/or forcefulness are required to solve problems, negotiate differences of significant operational impact, and settle disagreements; and to perform effectively in nuanced environments and comprehend the political sensitivity of information, policies, and personalities.
7. Ability to plan, organize, direct and motivate the staff of a small to medium sized organization to include leading, mentoring, motivating, and managing the performance of subordinates.

NON-SUPERVISORY CLASSIFICATION CRITERIA:

Factor 1, Knowledge Required By the Position

Level 1-8

1550 Points

-- Expert knowledge of TLAM weapon system mission planning, distribution, and execution processes and procedures and of weapon systems complimentary to TLAM sufficient to effectively collaborate, integrate, adapt, and influence and significantly impact operational plans and strategic policy decisions supporting POTUS, National Security Council (NSC), SECDEF, and the supported Joint Task Forces and/or Combatant Commanders.

-- Expert knowledge sufficient as the community subject matter expert, to train everyone else in the TLAM community. This expertise is used to define and establish how TLAM planning is to be done. The Tomahawk General Mission Planning Guidance and the theater Country Guidance documents are used by everyone who conducts Tomahawk planning. As the subject matter expert in Tomahawk mission planning (there are only two organizations DoD-wide with this responsibility and authority) knowledge is utilized to advise leadership on the weapons system capabilities and help to shape the tasking agencies policies on a broad spectrum to ensure they do not over estimate or under estimate the capabilities of the weapon.

-- Expert knowledge of kinetic and non-kinetic threats to TLAM sufficient to evaluate and address risk in current and projected operational areas of interest. Decisions are made that significantly influence the mission planning model. Assessments will be presented to operational staffs for their consideration in developing appropriate course of action options.

-- Ability to devise innovative solutions sufficient to monitor, track, report, and minimize risk or defeat.

-- Expert knowledge of current and future designs of Tomahawk Command and Control System architecture related to navigation and geospatial data processes associated with TLAM planning necessary to analyze and integrate

current and evolving GEOINT and Multi-Intelligence technologies and solutions into the mission planning process as well as the weapon systems configuration management roadmap.

-- Practical knowledge of standalone and enterprise geo-positioning and joint weaponeering, route/navigation planning, mission distribution systems, and understanding of complex data technologies and related computer architectures supporting TLAM mission planning sufficient to meet or exceed command mission planning production goals as well as to mitigate external systems and services support upgrades and outages. Ability to evaluate, determine and apply solutions to resolve system failures to enable continuous mission planning efforts across two distinct classification domains over sustained periods of time.

-- Expert knowledge of the authorities, constraints, and functions of supported Combatant Commanders, Joint Staff, Chief of Naval Operations, U.S. Numbered Fleets, Naval Air System Command program managers, Combat Support Agencies and understanding of the Combined Air Operations Centers integration and synchronization applicable to TLAM and CMSA operations necessary to effectively represent and convey the Command's mission, vision, goals, capabilities and requirements to senior personnel and across significant organizational structures.

-- Expert knowledge of quantitative and qualitative techniques and methodologies sufficient to analyze complex plans, strike rehearsals, and exercise scenarios; articulate observations and findings; and implement solutions to enhance overall mission/combat readiness.

-- Ability to identify emergent or evolving operational requirements, evaluate and validate varied data sources, and coordinate the evaluation and selection of data management tools.

-- Expert knowledge to review geo-positioning and joint weaponeering, route/navigation planning, mission distribution to ensure CCMD damage criteria is met, route survivability is maximized, and Fleet strike sequencing and timing requirements are detailed. The incumbent may be delegated Cruise Missile Distribution Order authority directly from the Commanding Officer, with the responsibility of coordinating CCMD collateral damage estimates, civilian casualty guidance, and other supplementary kinetic weapon guidance.

Factor 2, Supervisory Controls

Level 2-5 650 Points

As the recognized authority in the analysis and evaluation of major aspects of substantive TLAM mission-oriented targeting, geopositioning, route mission planning, and distribution requirements and planning programs the employee is subject only to administrative and policy direction concerning overall TLAM project priorities and objective. The employee is the technical authority responsible for significant operational programs and functions with international implications. The employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major TLAM projects concerned with the evaluation of TLAM program effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change. The supervisor normally accepts the work as technically authoritative.

Factor 3, Guidelines

Level 3-5 650 Points

Guidelines consist of only basic administrative policy statements concerning the TLAM issues or problems being studied. These guidelines do include reference to pertinent global, country-specified, state, and local laws, and do reference the policy initiatives of the DoD. However, as the single point authority regarding the CMSA LANT Operations Directorate's activities, the incumbent has the broad latitude on behalf of the CMSA to determine, select and apply technology and guidelines provided by military services, joint organizations, and national agencies. The incumbent utilizes policy statements, directives, transition plans, and CONOPs as required and applicable to TLAM planning, navigation, imagery, geospatial requirements, visualization, and distribution systems with varying architectures. (e.g., COCOM's Joint Targeting Coordination Board (JTCB), JWAC, NRO, NASIC, NAWC-WD, NGA, NGIC, DIA, NSA, and PMA). The incumbent's judgment is used in the context of supporting mission objectives, and the incumbent is recognized as an expert in the development and/or interpretation of guidance on TLAM mission planning. Interpretations may become agency policy such as defining and establishing the guidelines for the Tomahawk General Mission Planning Guidance and theater Country Guidance for dynamic or time-sensitive planning event.

Factor 4, Complexity

Level 4-5 325 Points

The work consists of various projects which may require significant departures from established practices and are complicated by the obscure nature of the special requirements derived from multiple agencies' and foreign

government requirements such as adjusting from deliberate planning posture to dynamic or surge operational planning tempo, reprioritizing planning projects which are sensitive to prioritization of resources to meet critical timelines, as well as supporting coalition mission planning and strike rehearsal planning with CMSA – United Kingdom (U.K. Permanent Joint Head Quarters request and coordination with U.S. National Authority). Technical difficulty is further complicated by major uncertainties caused by continuing changes in operational requirements and rapidly changing technologies and capabilities. The work always involves multiple information specialty areas. The incumbent must work in a highly dynamic environment, where support requirements are dynamic, priorities change often, timelines are extremely compressed, and many critically important, difficult tasks must be managed, often times simultaneously and carefully direct and schedule personnel duties to accommodate objectives. Communication and direct-collaboration with supported combatant commands, planning organizations, and national agencies across multiple time zones, simultaneously often times, and interactions across all services is frequent practice. The incumbent's work is usually exceptionally sensitive and relates to issues considered critical to national security.

Factor 5, Scope and Effect

Level 5-5 325 Points

Work involves the evaluation of major aspects of substantive mission-oriented TLAM programs and involves the long range planning of extensive projects of significant interest to the DoD at the national level and of interest to allied governments. For example, those that affect the entire TLAM planning federation, to include coalition partner CMSA UK. The efforts of these projects have direct bearing on the employment of operational plans as tasked by POTUS, Secretary of Defense, or other supported CCDRs. The incumbent's work affects large numbers of people on a continuing basis. The incumbent's work greatly affects the operational requirements of multiple agencies such as Defense Intelligence Agency, CCDRs and US Navy Fleets. The ability of coalition forces to execute effective kinetic operations is dependent on the incumbent's work. This includes ensuring the availability specific information technology capabilities. The incumbent has responsibilities unique within the DoD that include promulgating procedures and policies for weaponeering, mission planning, and distribution support that apply across the CMSA LANT and the mission planning federation including the United Kingdom's TLAM geographic program areas. This effect of this position's work is essential as it is worked on a daily basis to ensure the overall mission planning architecture and infrastructure is fully functioning with responsive plans in place to ensure continuous planning across multiple security classifications of mission planning domains. Proactive liaison, coordination, and program implementation/sponsorship by this position is essential to maintaining program capability as a whole. This position is the single point authority regarding the Operations Directorate's activities and is recognized as such by all levels of command including staff and senior management of multiple military agencies.

Factor 6, Personal Contacts

Level/Points (See Factor 7)

The incumbent has direct liaison authority with senior members of supported CCMDs, the Joint Staff, Chief of Naval Operations staff, U.S. Numbered Fleets, United Kingdom Permanent Joint Headquarters (PJHQ), Naval Air Systems Command, defense contractors, and other TLAM planning activities to influence major decisions affecting the TLAM program. Contacts are usually made with senior members and managers of these organizations. Contacts may be through telephone calls, informal meetings or visits, and frequently in structured sessions and working groups. The incumbent must have a solid understanding of the roles and authority of individuals in chains of command in the military, civilian government, and civilian contractors and be able to communicate effectively in all arenas.

Factor 7, Purpose of Contacts

Level 6/7-3D 280 Points

The purpose of contacts is to justify, defend, negotiate, coordinate, and settle matters involving significant, often controversial issues that usually deal with substantial expenditures and/or change the scope of highly sensitive operational programs and processes with national or international impacts. The incumbent initiates, confronts, and independently resolves CMSA LANT program and policy issues. As a recognized authority for the TLAM planning federation, coordinates and integrates policies and procedures throughout worldwide TLAM planning activities. The incumbent presents the command's position on significant, unexpected or unique problems, responds to and develops solutions consistent with an extensive understanding of the command's mission and CCDRs' policies, and priorities. The incumbent is an active participant in conferences or meetings and attends for the purpose of achieving a solution satisfactory in the context of meeting mission objectives. Personnel contacted usually have diverse views and objectives conflicting with that of the incumbent (e.g. Geographic CCMDs, Naval Component Commanders, SOCOM Task forces, JWAC, and the Tomahawk Weapons System Program Office).

Factor 8, Physical Demands

Level 8-I 5 Points

The work is primarily sedentary though some walking, standing, bending, and climbing of stairs is required because of the physical location of computer facilities. An elevator is available for the handicapped. Carrying of light loads

of papers, books, reports, and other reference materials needing only moderate physical ability and stress may be required.

Factor 9, Work Environment

Level 9-1

5 Points

The work area is a Sensitive Compartmented Information Facility (SCIF) with no windows, but is adequately lit, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

SUPERVISORY CLASSIFICATION CRITERIA:**Factor 1, Program Scope and Effect**

Level 1-3

550 Points

-- **Scope:** Directs the CMSA LANT Operations Directorate (J3), which performs weaponeering, mission planning, and distribution and administrative work in support of CMSA LANT TLAM. The program and work directed typically impacts and involves coordination and integration with the entire Tomahawk planning federation, to include Coalition partner interests. Second-order effects involve all combatant commands' conventional strike requirements with deliberate or time-sensitive Tomahawk mission plans enabling a fielded combat capability of National-level interest. This position regularly provides complex technical and professional assistance to the Navy's Washington Planning Center (WPC) to assist Tomahawk mission planning program strategies with testing, evaluation, and analysis efforts.

-- **Effect:** Activities, functions, or services accomplished directly and significantly impact the Tomahawk program in its entirety. The accuracy, quality, responsiveness of all mission planning products is critical to sustained Tomahawk production requirements. The work directly and substantially impacts all functional area processes in this organization in response to all combatant commanders enabling efficient and effective planning in support of National-level defense strategies.

Factor 2, Organizational Setting

Level 2-2

250 Points

Based upon the organizational charts, the incumbent is accountable to the CMSA LANT Director, an O6 position, which is one reporting level below the first SES or general officer equivalent in the direct supervisory chain.

Factor 3, Supervisory and Managerial Authority Exercised

Level 3-2c

450 Points

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. The employee identifies developmental and training needs of employees, providing or arranging for needed development and training and finds ways to improve production or increase the quality of the work directed. The employee develops performance standards for subordinates.

Factor 4, Personal Contacts**Subfactor 4A- Nature of Contacts**

Level 4A-3

75 Points

Contacts are with high-ranking military or civilian managers, supervisors, and technical staff at numerous command organization levels; CCMD headquarters administrative support staff; and with functional personnel in other DoD organizations. Contacts include those that take place in meetings, conferences, and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date administrative or technical familiarity with complex subject matter.

Subfactor 4B- Purpose of Contacts

Level 4B-3

100 Points

The purpose of contacts is to justify, defend, or negotiate in representing the TLAM program segment, and/or CMSA LANT and in gaining compliance with established policies, regulations, or contracts. Contacts usually involve active participation in unstructured and structured conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the TLAM program.

Factor 5, Difficulty of Typical Work Directed

Level 5-7

930 Points

The position is responsible for providing direction and supervision over work performed by 18 military and civilian subordinates. The directorate has a subordinate work force of 3 military O4/O3, 4 E6/E5, 3 GS13s, and 8 GS12s. Based on the size and the workforce, the subordinate GS13s, were graded as technical GS13s with subordinate supervisory responsibilities equivalent to a code 4. Over 40% of the subordinate civilian workload is GS-12. The highest grade, which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the branch, is GS-12.

Factor 6, Other Conditions

Level 6-5a 1225 Points

Supervision and oversight at this level requires significant and extensive coordination and integration of a number of highly complex projects of professional, technical, managerial, or administrative work comparable in difficulty to the GS-12 level. Supervision at this level involves major recommendations which have a direct and substantial effect on the organization and projects managed. The supervisor makes major recommendations on significant internal and external program and policy issues affecting the overall CMSA LANT organization, such as those involving deliberate or time-sensitive Tomahawk mission plans. The supervisor makes recommendations involving the restructuring, reorienting, and recasting of immediate and long range goals, objectives, plans, and schedules to meet substantial changes in legislation, program authority, and/or funding. The supervisor is responsible for determining projects or program segments to be initiated, dropped, or curtailed and policy formulation, and long range planning in connection with prospective changes in TLAM functions and programs.

Special Situations: None

Other significant facts pertaining to this position are:

1. Incumbent must be able to obtain and maintain a Top Secret clearance with access to Sensitive Compartmented Information (SCI) as a condition of employment.
2. This position has been designated by the Air Force as a Testing Designated Position (TDP) under the Air Force Civilian Drug Testing Program. Illegal drug use by employees in sensitive positions presents a clear threat to the mission of the Air Force, national security, and public safety. Therefore, incumbent is required to: (a) refrain from the use of illegal drugs, and (b) if requested, submit to urinalysis testing. Incumbent may be selected for random drug testing and may be subject to reasonable suspicion testing and safety mishap or accident testing.
3. The employee may be required to work other than normal duty hours, which may include evenings, weekends, shift work, and/or holidays.
4. Recall to duty, overtime, and/or emergency overtime may be a requirement of this position.
5. Work may occasionally require travel away from the normal duty station on military and/or commercial aircraft to include occasional overseas travel for which a government passport and government-issued credit card is required.
6. This position is designated as a key position IAW AFI 36-507. Duties of this position are essential to the accomplishment of wartime/contingency operations. Incumbents of key positions must be removed from their military recall status if alternatives for filling of the position during an emergency are not available.
7. This is a mission essential (ME) position performing a mission critical function (MCF) which must continue uninterrupted after the occurrence of an emergency and continued through full resumption of all functions. IAW, DoDI 3020-42, Defense Continuity Programs.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARDS USED: Office of Personnel Management (OPM) Handbook of Occupational Groups and Families, May 2009 – Transportation Specialist Series (2101); OPM Position Classification Standard (PCS) for Air Navigation Series, GS-2183, TS-84, January 1988; OPM PCS for Aircraft Operation Series, GS-2181, TS-81, January 1988; OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990; OPM General Schedule Supervisory Guide (GSSG), HRCD-5 June 1998, revised in April 1998.

Series and Title Determination:

The primary purpose of this position is to direct the work of a staff consisting of cruise missile weaponeers, mission planners, and distributors who support the production of cruise missile missions. The position is responsible for the technical and administrative supervision of personnel whose work includes establishing and/or applying methods and techniques to plan TLAM missions. The position requires extensive knowledge of TLAM mission planning and route development along with the tactical navigation planning, analyses, and strategies. For lack of a better series, the GS-2101 Transportation Specialist Series is the most appropriate series in which to assign this position. The GS-2101 series includes all administrative positions, the duties of which are to advise on, supervise, or perform work which involves two or more specialized transportation functions or other transportation work not specifically included in other series of this group. Since the GS-2101 series does not have prescribed titles, Supervisory, Tomahawk Cruise Missile Strike Planner is descriptive of the work performed.

Grade Level Determination:**NON-SUPERVISORY FACTOR LEVELS & POINTS:**

1-8/1550, 2-5/650, 3-5/650, 4-5/325, 5-5/325, 6/7-3D/280, 8-1/5, 9-1/5

Technical Factor Levels and Points Assigned:

GS-14 Point Range: 3605-4050

Total Points: 3790

Grade: GS-14

SUPERVISORY FACTOR LEVELS & POINTS:

1-3/550, 2-2/250, 3-2c/450, 4A-3/75, 4B-3/100, 5-7/930, 6-5a/1225

Supervisory Factor Levels and Points Assigned:

GS-13 Point Range: 3155-3600

Total Points: 3580

Grade: GS-13

Final Classification: Supervisory Tomahawk Cruise Missile Strike Planner, GS-2101-14

CLASSIFICATION REMARKS: The grade of the position was not based on supervisory duties and responsibilities because the supervisory work in this PD was not determined to be grade controlling. This position oversees three branches, two of which are small in size and do not have enough positions, nor scope of work, to be graded as code one supervisors. The other branch has a code one supervisor who only oversees the work of 5 GS12 subordinates. The three subordinate GS13s while performing supervisory functions over their branches do not meet the GSSG baseline for this PD to be reviewed and graded using the GSSG baseline for second-level supervisory functions.

Federal Labor Standards Act (FLSA) Determination: Exempt IAW 5 CFR 551.205 (a)

Bargaining Unit Status (BUS) Determination: 8888 IAW Executive Order (EO) 12171, "Exclusions from the Federal Labor-Management Relations Program", as amended January 12, 2017

Position Designation Record

Agency DEPT OF DEFENSE-OTHER
 Position Title Director, Operations
 Position Description Position is responsible for the effective direction, planning, integration, management, maintenance, and support of Department of Defense advanced target development products, applications, services, systems, and processes associated with Tomahawk Mission Planning Center.
 Series and Grade/Pay Band GS-2101-14
 Position Description Number 9B23339
 Designator's Name & Title (b)(6) Director, Command Support Group
 (b)(6) 22 JAN 22

Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Special-Sensitive	High Risk	Tier 5	SF 86

Summary

National Security

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	Inestimable Damage Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
Developing plans or policies related to national defense or military operations	Inestimable Damage <ul style="list-style-type: none"> Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States	Inestimable Damage One or more of the following when there is the potential to cause inestimable damage to national security: <ul style="list-style-type: none"> Knowledge of, planning for, or participation in significant and important activities related to intelligence, counterintelligence, or counterterrorism – with complete authority or freedom to act independently Identification, disruption, or neutralization of, or protection against, hostile intelligence or terrorist

National Duties		Degree of Potential for Compromise or Damage
		activities – with complete authority or freedom to act independently <ul style="list-style-type: none"> • Activities are critical and extremely important to the preservation of the military strength of the United States
Unclassified information (e.g. private, controlled unclassified, or proprietary information)	significant to national security	Significant or Serious Damage <ul style="list-style-type: none"> • Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Suitability

No Public Trust duties selected